
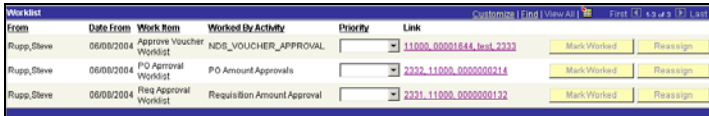
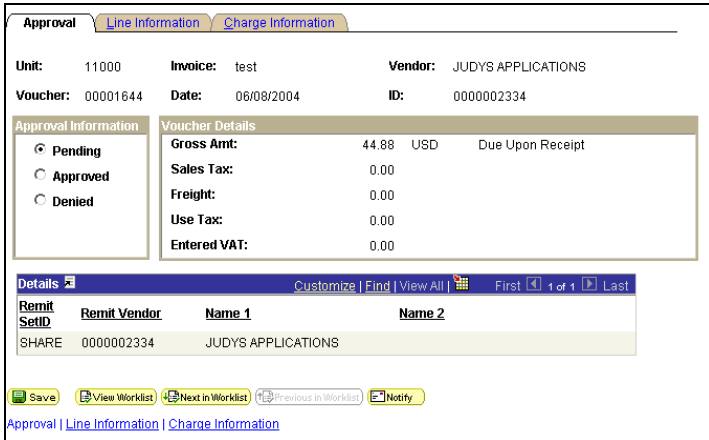
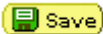


State of North Dakota

**Worklist Approval
Training Exercise**

WORKLIST APPROVAL EXERCISE

Voucher Approval		
Steps	Directions	Comments
Step 1	<p>Enter Worklist</p> <p>Navigation: Select 'Worklist' from the menu in the upper right hand corner of the screen.</p>  <p>Items waiting to be approved will be listed.</p> 	
Step 2	<p>Approval Pages</p> <p>There are three different approval pages based on the items being approved (Purchase Order, Requisition, or Voucher).</p> <p>1. Voucher Approval</p> <p>Once you click on the Voucher Approval link, this page will appear –</p>  <p>Under 'Approval Information,' you can either approve or deny the voucher. When you've made the selection, click</p> 	<p>NOTE:</p> <p>Once you approve, deny, or recycle, the following happens...</p> <ul style="list-style-type: none"> • Approve – disappears from worklist. • Recycle – goes back to originators worklist. • Deny – goes to administrator to cancel.

2. PO Approval

Once you click on the PO Approval link, this page will appear:

Approval Details

Unit: 11000 PO: 0000000214 Vendor: 0000000300 Origin: 001

*Approval Action: Approval Status: In Process

Comment

PO Amount

Buyer: Walery, Renee E. PO Date: 06/08/2004


PO Ref:

Merchandise Total Amount: 40.00 USD Merchandise Total Base: 40.00 USD

PO Total Value: 40.00 PO Total Base: 40.00

Distributions

Line	Sched Num	Line	GL Unit	Amount	Currency	Account	Oper Unit	Fund	DeptID
1	1	1	11000	40.00	USD	621350	110	790	1000

Under 'Approval Action,' you can approve, deny, or recycle the PO. When you've made the selection, click .

3. Requisition Approval

Once you click on the Requisition Approval link, this page will appear:

Approval Details

Unit: 11000 Req: 0000000132 Requester: Walery, Renee E.

*Approval Action: Approval Status: In Process

Comment

Amount Details


Requisition Date: 06/08/2004

Total Amount: 30.000 Dollar

Total Base Amount: 30.000 Dollar

Distributions/Chartfields

Line	Sched	Distrib	Status	GL Unit	Account	Operating Unit	Fund	DeptID
1	1	1	Open	11000	621350	110	001	1000

Under 'Approval Action,' you can approve, deny, or recycle the requisition. When you've made the selection, click .